Process	Reconciliation – Requisitions and Purchase Orders
Process Number	PO_024

Description of Process

Reconciliation - Requisitions

The Requisition Reconcile process checks the requisitions to determine whether they can be closed. The system compares each requisition distribution to its corresponding PO distribution. If the PO distribution has been posted or closed, and the requisition status is Canceled or Processed, the system closes the requisition.

Reconciliation - Purchase Orders

The Purchase Order Reconcile process analyzes the PO receiving status and, if it considers that receiving is complete, updates the distribution status to processed. The process also copies the PO Header status of cancelled to the PO Line level, the Schedule level and the Distribution level. A determination is also made if the Purchase Order is a candidate for closing.

Input to Process

Requisition and PO reconciliation will routinely go through the reconciliation process on a nightly, weekly, or monthly basis. Run reconciliation for a single Requisition or PO or for all Requisitions and POs in a business unit. The parameters for reconciliation are entered under "Cancel Delay Days" for each Business Unit.

Output of Process

Purchasing sets each distribution close amount to the requisition distribution amount minus the sum of its corresponding PO distribution amount. The close amount will be processed in the next Posting Process.

Once all requirements for closing a PO are met, the system updates a PO header by setting the PO header status to Closed.

Service Level Agreement Required? (if yes, provide a brief description)

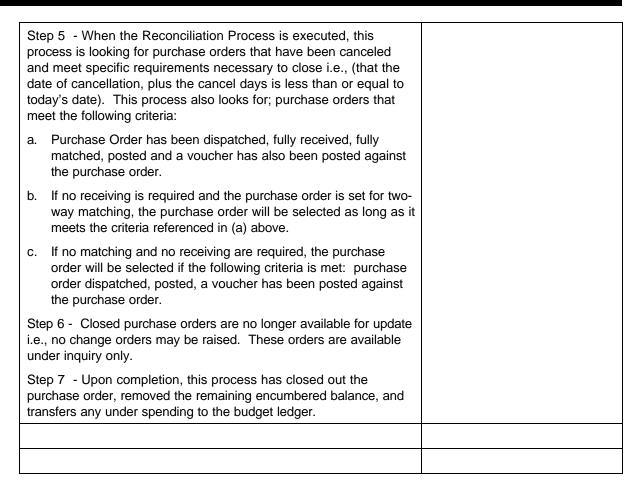
PeopleSoft Panel Groups being Used

Function	Panel Group
Requisition Items	Process - Reconcile Requisitions
Manage Purchase Orders	Process - Reconcile Purchase Orders

State of Georgia

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1 - After selecting the panel group, you will be prompted to select a Run Control ID.	Agency
Step 2 - Once the Run Control ID has been selected, you will move to the "Request Panel" where you will enter the following information:	Agency
Reconciliation	
PO Post Run Option (1 Bus Unit or 1 Document)	
Business Unit	
 Requisition or PO number if 1 Document is chosen in PO Post Run Option 	
Step 3 - "Running The Process" Once the above information is entered you will click the Traffic Light on the toolbar (the one without the exclamation mark). This will take you to the Process Scheduler Panel.	Agency
Step 4 - In the Process Scheduler Panel, you will select the Run Location (Client) and the Output Destination (File) and click ok, you will see the background process beginning to run.	Agency



Forms Used with Process (#)

NONE		

Process Flow Diagram (if appropriate):			

APPROVED FORM

SIGNER	ROLE	DATE	
Rick Housworth	DOAS Project Lead	3/1/99	
Carol Bass	THG Project Lead	3/1/99	
Kyle Morton	THG Functional Analyst	3/1/99	